Interior Decorator
Work Experience Option

STUDENT PERFORMANCE EVALUATION

Student Worker's Name	Position	Date	Periodic Appraisal	Period Covered

Categories	Poor	Fair	Good	Excellent	N/A
Work Habits					
Dresses and grooms appropriately					
Arrives at work on time and according to schedule					
Appears eager to help others					
Receives constructive criticism well					
Consistently and voluntarily follows safety rules and regulations					
Follows directions with little additional information					
Demonstrates problem-solving skills					
Appears eager to learn					
Works well with other employees/clients/customers					
Takes the initiative to better the working environment					
Demonstrates initiative in assigned tasks and problem solving					
Job Skills					
Combines patterns and color schemes for a pleasing effect					
Takes measurements and/or obtains exact specifications					
Identifies period styles, quality, and decorating motifs					
Presents neat and clean visual renderings of proposed decorating plans					
Has a pleasant telephone voice when taking messages, arranging meetings, and scheduling appointments					
Speaks knowledgeably to vendors and tradespeople when placing orders or discussing decorating plans					
Exhibits sound use of the basic elements and principles of design					
Keeps accurate client files and maintains business records					

(Continued)

STUDENT PERFORMANCE EVALUATION—Continued

Categories	Poor	Fair	Good	Excellent	N/A
Job Skills—Continued					
Practices effective time management when working with clients					
Understands selling techniques and develops strong rapport with potential clients					
Functions coolly when clients' complaints are voiced					
Keeps samples neat, orderly, and in good condition					
Overall Evaluation					
Demonstrates safe work habits					
Demonstrates a working knowledge of the field					
Exhibits a positive attitude					
Acquires new skills quickly					
Produces good quality work					

Areas of greatest strength

Areas in need of development

Comments

Student Worker's Comments

Department Head or Supervisor _____ **Date** _____

I understand this evaluation and have discussed it with my Supervisor. I know that a copy of this evaluation is being sent to the school to become part of my record.

Student _____